

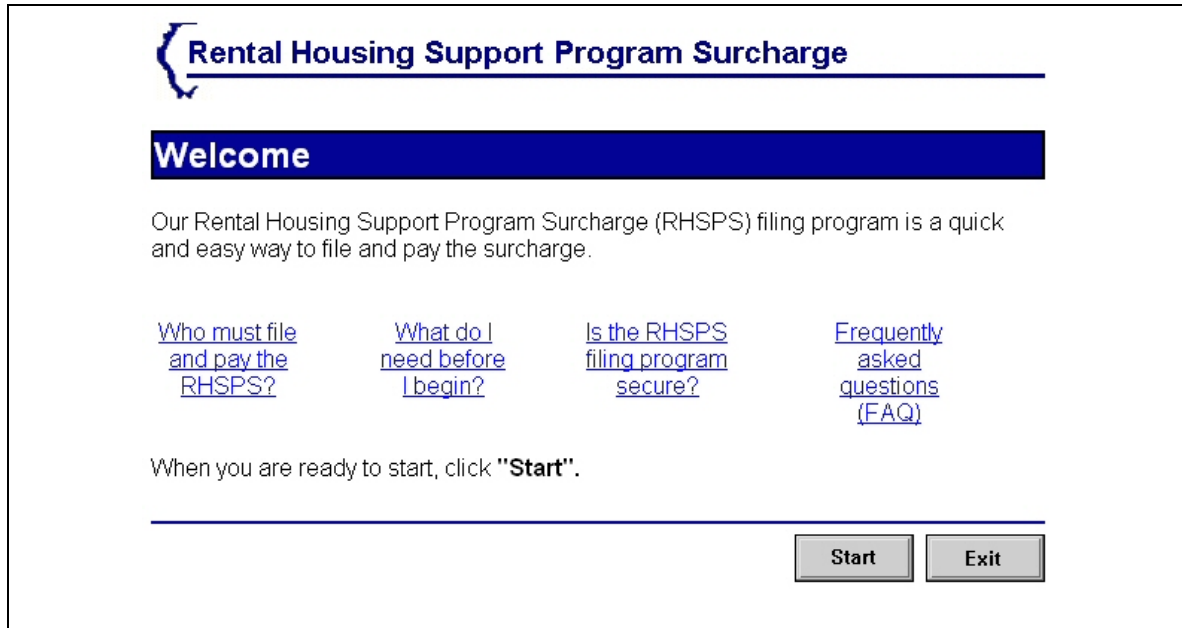
## **On-line File and Payment Guide**

Welcome to the Rental Housing Support Program Surcharge guide. This guide will introduce you to the screens used and the steps necessary to utilize this secured, quick and easy on-line filing and payment system.

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## SCREEN 1 - WELCOME



The screenshot shows the 'Welcome' screen for the Rental Housing Support Program Surcharge (RHSPS) filing program. At the top, there is a header with a blue outline of the state of Illinois and the text 'Rental Housing Support Program Surcharge'. Below this is a dark blue bar with the word 'Welcome' in white. The main text explains that the RHSPS filing program is a quick and easy way to file and pay the surcharge. There are four blue hyperlinks: 'Who must file and pay the RHSPS?', 'What do I need before I begin?', 'Is the RHSPS filing program secure?', and 'Frequently asked questions (FAQ)'. A line of text says 'When you are ready to start, click "Start".' At the bottom right, there are two buttons: 'Start' and 'Exit'.

**Rental Housing Support Program Surcharge**

### Welcome

Our Rental Housing Support Program Surcharge (RHSPS) filing program is a quick and easy way to file and pay the surcharge.

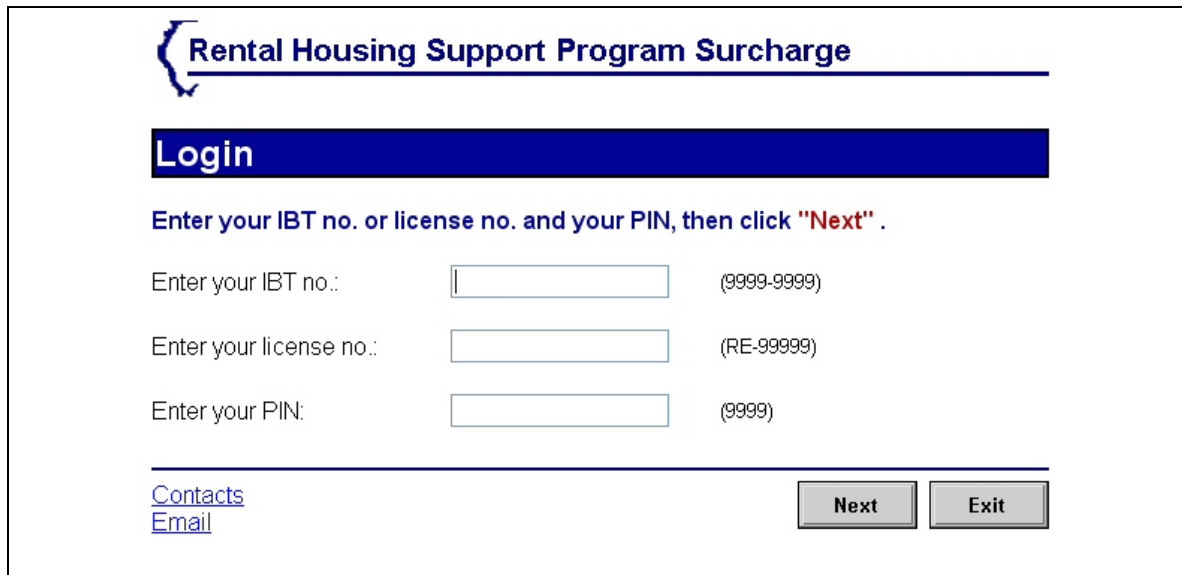
[Who must file and pay the RHSPS?](#)      [What do I need before I begin?](#)      [Is the RHSPS filing program secure?](#)      [Frequently asked questions \(FAQ\)](#)

When you are ready to start, click "**Start**".

**Start**      **Exit**

The Welcome screen consists of help topics and the start and exit buttons. To access the system, click "Start".

## SCREEN 2 – LOGIN



The screenshot shows the 'Login' screen for the Rental Housing Support Program Surcharge (RHSPS) filing program. At the top, there is a header with a blue outline of the state of Illinois and the text 'Rental Housing Support Program Surcharge'. Below this is a dark blue bar with the word 'Login' in white. The main text says 'Enter your IBT no. or license no. and your PIN, then click "Next".' There are three input fields: 'Enter your IBT no.:', 'Enter your license no.:', and 'Enter your PIN:'. Each field has a placeholder text: '(9999-9999)', '(RE-99999)', and '(9999)' respectively. At the bottom left, there are two blue hyperlinks: 'Contacts' and 'Email'. At the bottom right, there are two buttons: 'Next' and 'Exit'.

**Rental Housing Support Program Surcharge**

### Login

Enter your IBT no. or license no. and your PIN, then click "**Next**".

Enter your IBT no.:  (9999-9999)

Enter your license no.:  (RE-99999)

Enter your PIN:  (9999)

[Contacts](#)  
[Email](#)

**Next**      **Exit**

You will need two pieces of information to access the secured filing system, either your Illinois Business Tax number and your Personal Identification Number or, your license number and your Personal Identification Number. Once you have entered these numbers click "Next" to proceed.

### SCREEN 3 – PERIOD

**Rental Housing Support Program Surcharge**

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**Reporting Period**

1234-5678      RE-01234      Any County  
IBT no.      License no.      County name

**Choose the appropriate reporting month and year**

Reporting Period:      Month: **AUG - August**      Year: **2005**

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[Contacts](#)      [Email](#)      **File & Pay**      **File**      **Pay**      **Exit**

On this screen you will be completing two steps:

The first step is selecting the Reporting Period and the second is selecting the type of on-line transaction you would like to accomplish.

To select the reporting period simply use the pull-down menu to select the month and year.

In the next step you have four options; 1) File and Pay, 2) File, 3) Pay, and 4) Exit.

“File and Pay” allows you to accomplish both in one on-line session. You will first file the necessary information on the “Recorded Documents” screen, to file, and then be directed to the “Direct Debit” screen, to pay.

The “File” button allows you to file now and pay at a later on-line session. This will take you to the “Recorded Documents” screen.

The “Pay” button allows you to pay a previously filed return. This will take you to the “Direct Debit” screen for payment.

And “Exit”, exits your secured on-line transaction.

## SCREEN 4 – RECORDED DOCUMENTS



### Rental Housing Support Program Surcharges

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## Recorded Documents

Enter the number of documents for which the Rental Housing Support Surcharge was collected in August 2005, then click **"Next"** .

RHSPS real estate recorded documents:

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[Contacts](#)  
[Email](#)

Enter the number of documents for which the Rental Housing Support Surcharge was collected during the reporting period you selected.  
Click "Next" to proceed.

## SCREEN 5 - DIRECT DEBIT



### Rental Housing Support Program Surcharge

#### Direct Debit

##### Personal Size Check

Timothy Taxpayer  
1040 Square  
Lincoln Land, IL 12345  
Per to THE ORDER OF \$ DOLLARS  
Routing number 1234567891 Account number 9101112131415  
Do not include your check number

##### Business Size Check

XYZ COMPANY, INC.  
12345 State Street  
Springfield, Illinois 01000  
CHECK NO. 1100100  
Pay TO THE ORDER OF  
Do not include check number  
Routing number 0001100100 Account number 123456789 Date 9101112131415 Amount

**August 2005**

Reporting period

**56**

Recorded documents

**504.00**

Payment amount  
(56 X 9.00)

Enter the name that appears on the account.

Select the type of account which will be debited (must select one).

- ☐ Personal Checking ☐ Business Checking  
☐ Personal Savings ☐ Business Savings

Enter your routing number. This number must be nine digits. The first two digits must be 01 through 12 or 21 through 32.

Enter your account number. Your account number can be up to 17 characters and could include both numbers and letters. Include hyphens, but omit spaces and special symbols. Do not include check number.

[Contacts](#)  
[Email](#)

Previous

Next

Exit

The "Direct Debit" screen has three areas. The first is an illustration on where to locate routing and account numbers on both personal and business checks.

The second lists the recorded documents you reported and the amount due. And, the third contains the input fields you need to complete to process payment.

On this screen, enter the name that appears on the account. Select the type of account that will be debited. You may only select one.

Enter the routing number. This number is located on a personal check in the lower left. For business checks, the routing number is located in the lower center. The first two digits must be 01 through 12 or 21 through 32. There are only nine digits in a routing number.

And finally, enter the account number. Once complete, click "Next".

## SCREEN 6 - VERIFICATION

### Rental Housing Support Program Surcharge

#### Verification

Please verify the information you have provided.

1234-5678	RE-01234	Any County
IBT no.	License no.	County name
Reporting period:	August 2005	
RHSPS real estate recorded documents:	56	
Payment amount: (56 X 9.00)	504.00	
Name on account:	John Q. Public	
Type of account:	PERSONAL CHECKING	
Routing number:	123456789	
Account number:	123456789	

If you need to correct any information, click "**Previous**" to return to the appropriate page for corrections.

If all of your information is correct and you want to print a copy of your return, choose the print command from your browser before you click "**Next**".

**ATTENTION:** If you click "**Next**" you will not be allowed to make any corrections to this information. In addition you will not be able to go back and print your return.

[Contacts](#)  
[Email](#)


Previous

Next

Exit

The Verification page provides you with the opportunity to verify the information is correct. If not, click the previous button to go back and make corrections. If you want a printed copy of this document, do so now. You may print this document from your browser menu. Once you have finished, click "Next".

## SCREEN 7 - CONFIRMATION

 **Rental Housing Support Program Surcharge**

**Confirmation**

The Illinois Department of Revenue confirms receipt of your filed Rental Housing Support Program Surcharge. The confirmation number below is your proof of filing.

Write this number down or choose the print command from your browser to print this page. You will need to refer to this number when communicating with the Department about your return.

**Your confirmation number is: IDOR 123456789**

[Contacts](#)  
[Email](#)

Exit

The Illinois Department of Revenue confirms receipt of your Rental Housing Support Program Surcharge with a confirmation number. Write this number down or print a copy of this screen for your records. You will need to refer to this number when communicating with the department about your return. When you are finished on this screen, click exit to exit the secured system.

### Assistance

#### **Email:**

For RHSPS questions email us at [excisetaxefp@revenue.state.il.us](mailto:excisetaxefp@revenue.state.il.us)

For technical support questions email us at [iidtech@revenue.state.il.us](mailto:iidtech@revenue.state.il.us)

#### **US mail**

Rental Housing Support Program Surcharge  
Illinois Department of Revenue  
PO Box 19019  
Springfield IL 62794-9019

#### **Telephone**

Phone: 217 782-6045 or 217 524-2764